



DORSET & WILTSHIRE
FIRE AND RESCUE

Recruitment Information Pack

Assistant Chief Fire Officer – Community Safety



Contents

1. A message from Rebecca Knox - our Fire Authority Chair.....	3
2. A message from Ben Ansell - our Chief Fire Officer.....	4
3. Dorset and Wiltshire	5
4. About Us	5
5. Our vision.....	6
6. Our values and behaviour framework.....	7
7. Strategic Leadership Team.....	9
8. The Advert	10
9. The Job Description	12
10. The Person Specification.....	13
11. The Application Process & Timetable	14
12. Terms and Conditions.....	15
13. Staff Benefits	18

1. A message from Rebecca Knox - our Fire Authority Chair

Thank you for the interest you have shown in joining Dorset & Wiltshire Fire and Rescue Service. Our combination, in April 2016, ensured that we had a strong and sustainable Service enabling us to be passionate about changing and saving lives.

We need to make sure that our communities in Dorset and Wiltshire are getting the best value Fire and Rescue Service. In November 2018, inspectors from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) looked closely at our Service and gave us a 'Good' rating in all key aspects of our delivery. The great news is that they said that "The residents of Dorset and Wiltshire can be confident that they are receiving a quality service".

We work closely with our partners to keep our communities safe through our prevention and protection work as well as through responding to emergency incidents.

The role of Assistant Chief Fire Officer – Community Safety is key in leading the Service in this work.



2. A message from Ben Ansell - our Chief Fire Officer

I am very proud to lead Dorset & Wiltshire Fire and Rescue Service and was delighted that HMICFRS recognised the fantastic work that we do supporting our communities. I am passionate about our one team ethos and I know that everyone within the Service is key in ensuring we provide an excellent service to our communities.

We have a fantastic workforce that works tirelessly to help make Dorset and Wiltshire a healthier and safer place to visit and work. Our people are the heart of our Service, without the energy, drive, commitment, and professionalism of our staff we would not be able to do what we do.

I am committed to making sure we continue to invest in our people so that we can provide an efficient and effective fire and rescue service.

To do that we are looking for a highly motivated, authentic, and credible leader to help us deliver our priorities.

If you share our vision and think you could make a positive difference to our people and communities, we would love to hear from you.



3. Dorset and Wiltshire

Dorset and Wiltshire are great places to live and work. We have many areas of outstanding natural beauty, including the Jurassic coast, Salisbury plain and historic landmarks such as Salisbury Cathedral and Stonehenge, a World Heritage site. With vibrant communities and friendly people both counties are popular destinations for visitors. Our counties also benefit from a good mix of schools as well as high performing colleges and universities.



4. About Us

Dorset & Wiltshire Fire and Rescue Service is a modern Fire and Rescue Service bringing two counties together and serving the local authorities of Bournemouth, Christchurch, and Poole (BCP), Dorset, Swindon, and Wiltshire.

Our combination in April 2016 made us one of the largest Fire and Rescue Services in England with circa 1,000 firefighters at 50 stations, serving our local communities and protecting a population of 1.5 million people over 2,500 square miles.

Dorset & Wiltshire Fire and Rescue Service exists to make life safer for people. To do this, we need a dedicated, professional team of operational and corporate staff with a diverse range of skills, knowledge, and expertise.

We rely on our staff to help us achieve our priorities and objectives, and we aim to develop and maintain a healthy, safe, well-trained workforce which is representative of our community.

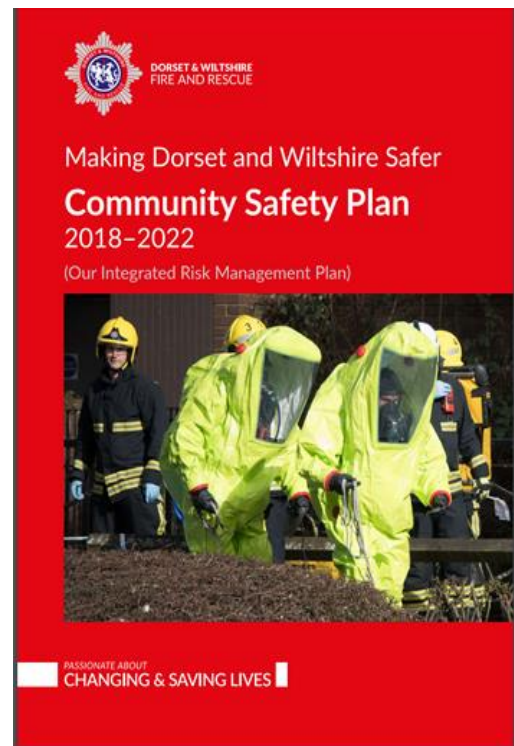
Our 1362 staff comprise of:

- 429 Wholetime firefighters
- 588 On-call firefighters
- 22 Fire control staff
- 292 Corporate staff

5. Our vision

Our Community Safety Plan and underpinning Service Delivery Plan set our future aspiration of where we want to be in five years. We have five priorities which set out how we will achieve our vision. They are:

1. **Making safer and healthier choices** – educating people to the dangers around them and preventing risky behaviour
2. **Protecting you and the environment from harm** – our legal obligation to keep buildings and businesses safe for people to use
3. **Being there when you need us** – our emergency service responds quickly to people who are in danger or distress
4. **Making every penny count** – spending our budget wisely and maximising what we do with it
5. **Supporting and developing our people** – making sure our employees are at the centre of what we do, are well led and have the right knowledge and skills



6. Our values and behaviour framework

As a Service, we are passionate about changing and saving lives, and we want to make a difference to the communities we serve.

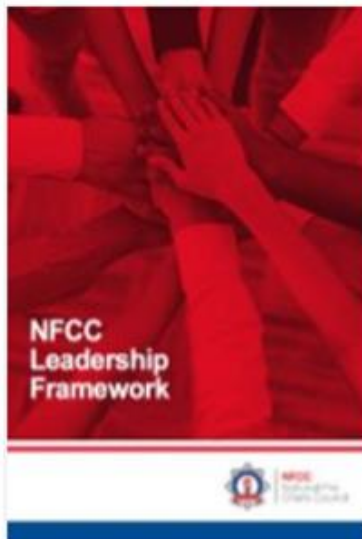
We know that performance at work is not just about what we do (our technical competence) or what we know (our knowledge and experience) but it is also about our culture (how we do things around here).

Our working culture is made up of our systems, structures, working practices and a whole host of variables – all of which centre around our shared values.

We have developed the **RESPECT** framework so that all staff, volunteers and Fire and Rescue Authority Members understand what is expected of them.



We have also embraced the National Fire Chiefs Council (NFCC) Leadership Framework which is incorporated in our selection and progression processes.



Our Respect Framework

RESPONSIBILITY	<p>This is about:</p> <ul style="list-style-type: none"> • Taking responsibility for your actions, behaviours, and decisions • Being honest and assertive • Doing your best and doing things in the right way 	<p>For leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Promoting and developing leadership at all organisational levels, not just the top
EQUALITY	<p>This is about:</p> <ul style="list-style-type: none"> • Being fair and ethical, and knowing yourself • Respecting and valuing differences • Challenging unacceptable behaviour 	<p>For leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Embracing diversity and innovation, and being open to alternative views
SUPPORT	<p>This is about:</p> <ul style="list-style-type: none"> • Working effectively with others • Being sensitive to others' feelings and wellbeing • Giving and receiving feedback 	<p>For leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Demonstrating and promoting compassion, with a focus on improvement and accountability
PROFESSIONALISM	<p>This is about:</p> <ul style="list-style-type: none"> • Being credible, confident, and having impact • Understanding the context, you are working in • Working effectively with your stakeholders 	<p>For leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Being in the present but also horizon-scanning and leading across boundaries
EXCELLENCE	<p>This is about:</p> <ul style="list-style-type: none"> • Having a 'one team' approach • Being flexible and adaptable • Doing your best and helping others to do the same 	<p>For leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Using high levels of emotional intelligence to influence and achieve shared missions or goals
COMMUNICATION	<p>This is about:</p> <ul style="list-style-type: none"> • Delivering messages effectively • Listening to others and checking understanding • Being positive and committed 	<p>For leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Creating a compelling vision and taking people with you
TRANSFORMATION	<p>This is about:</p> <ul style="list-style-type: none"> • Being open to change and new thinking • Adapting ways of working • Challenging the status quo 	<p>For leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Acting as an ambassador for change through your own practice, and by creating and sustaining a learning environment

7. Strategic Leadership Team



Ben Ansell - Chief Fire Officer

Ben began his fire service career in 1994 and has been Chief Fire Officer since December 2016. As the Chief Fire Officer, Ben is the Head of Paid Service, responsible for operational leadership of the Fire and Rescue Service. He is also the Fire and Rescue Authority's professional adviser on all matters which are not the responsibility of either the Treasurer or the Clerk & Monitoring Officer.



Derek James - Deputy Chief Fire Officer

Derek has worked for the Fire Service for 20 years and was appointed as Deputy Chief Fire Officer in September 2017. Derek is responsible for overall coordination of Service strategy and performance. He is the strategic lead for Strategic Planning & Corporate Assurance; Information, Knowledge & Communications; Health & Safety; Democratic Services and Safeguarding.

Derek is the LGBT network champion.



Jenny Long – Director of People Services

Jenny has worked for the fire service for more than 25 years and has been Director of People Services since April 2016. Jenny is the strategic lead for Operational Training, Learning & Development, Human Resources and Diversity & Inclusion.

Jenny is the Woman's network champion.



Jim Mahoney - Director of Community Safety

Jim began his fire service career in 1991, and he became Assistant Chief Fire Officer in February 2017. Jim is responsible for Group Commands, Prevention, Protection and Resilience.

Jim is the Black, Asian and Minority Ethnic network champion.



Byron Standen - Director of Service Support

Byron began his fire service career in 1992 and became Assistant Chief Fire Officer in March 2019. Byron is responsible for Assets, ICT, Fire Control, Procurement, Response Development and Response Support.

Byron is the Peer Support/Mental Health network champion.

8. The Advert

We are a forward-looking organisation that is actively seeking to have the very best and most talented officers. We were delighted to be graded 'Good' across the three inspection pillars of Effectiveness, Efficiency and People by HMICFRS. Whilst we are proud of this achievement, there is still work to do to enhance the positive impact we have on our communities, working with our partners providing value for money across the public sector.

We are at an exciting stage in our development and are actively seeking a dynamic and inspirational individual to join our Strategic Leadership Team as Assistant Chief Fire Officer – Community Safety. Our Community Safety Directorate encompasses our four Group Commands, Protection, Prevention and Resilience to ensure we provide a fully integrated service to our communities.

Joining our principal officer team in an area with an extensive and varied risk profile, candidates will need solid operational experience in a UK Fire and Rescue Service context, coupled with well-developed leadership skills to inspire teams in times of consolidation and change.

We are seeking an exceptional individual who can demonstrate strong personal impacts and a proven record of driving organisation wide improvements. This is a pivotal and challenging role, so we are looking for an individual who is creative, innovative and an accomplished senior manager. You will lead in shaping the Service so it is future fit and will provide the personal drive, strategic leadership and performance management skills that will make a difference.

You will be expected to have delivered transformational work and will understand the importance of change management in a rapidly changing environment. You will be a respected leader who engages, develops, motivates teams, and brings them with you.

The role will be demanding but rewarding and we are seeking individuals with exceptional judgement, independence of mind, the ability to assimilate complex information and who can provide constructive challenge and fresh thinking. You will bring a track record of personal success in your career to date, combined with resilience and outstanding integrity.

The successful candidate will be expected to show operational capability at EFSM1 as well as EFSM2.

The Chief Fire Officer, Ben Ansell, is happy to discuss the post informally with candidates and can be contacted at ben.ansell@dwfire.org.uk or on his mobile **07786 174221**.

The closing date for applications is **Sunday, 13th December 2020 (midnight)**. Please submit your completed application and any associated queries by this date to: **Katy Post, HR Resourcing & Workforce Planning Advisor** via email to katy.post@dwfire.org.uk

Additional Information

Salary

The salary for the role is £111,437 per annum (a development rate may apply).

Diversity and Inclusion

Dorset & Wiltshire Fire and Rescue Service is committed to elimination of unlawful or unfair discrimination and will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified and will seek to ensure that all existing and potential employees are given equal opportunities.

We operate the Disability Confident (Two Ticks) Guaranteed Interview Scheme for disabled candidates. Please tell us in confidence if this applies to you, or if there are any reasonable adjustments that would help you apply for this post.

Place of Residence

The successful candidate will be expected to reside within the Service area at a location agreed by the Chief Fire Officer. Where appropriate, a relocation package is available, but you must pass pre-employment vetting and health checks relevant to the operational requirements of the role.

Prospective candidates are encouraged to visit our website for information about the Service and local area: www.dwfire.org.uk

Politically Restricted Post

This is a politically restricted post under the Local Government & Housing Act 1989 (as amended) and as such, the postholder will be subject to political restrictions. The postholder will be expected to maintain political neutrality in relation to the work of the Authority.

Pension - Annual Allowance

As thresholds for the annual and lifetime allowances have decreased, there is an increasing likelihood of pension scheme members breaching tax limits by accepting a promotion or change of position.

Please note that it is your personal responsibility to check whether by applying / accepting this position it would result in any Annual Allowance implications. A breach in the Annual Allowance threshold could result in a tax charge. Further information on Annual Allowance can be obtained from HMRC.

Pension – Lifetime Allowance

Please note that it is your personal responsibility to check whether by applying / accepting this position it would result in any Lifetime Allowance implications. A breach in the Lifetime Allowance threshold will result in a tax charge. Further information on Lifetime Allowance can be obtained from HMRC.

9. The Job Description

Job Purpose	
<p>The Assistant Chief Fire Officer supports the Chief Fire Officer in providing strategic leadership and advice to ensure the highest standards of service delivery in accordance with all statutory, legal, and other obligations. As part of the Strategic Leadership Team the postholder assists the Chief Fire Officer and the Fire and Rescue Authority in developing and delivering the vision, priorities, and objectives.</p> <p>The postholder will perform operational command at Gold Strategic Command level and attend other emergency operational incidents as required.</p>	
Main Responsibilities	
1	Assume command as required to resolve emergency operational incidents at Gold Strategic Command level and other emergency operational incidents at local, regional, and national level, ensuring that procedures for communicating at operational incidents are robust.
2	Direct and manage operations to ensure the Service achieves high operational standards, and resources are available to respond, within prescribed standards and legal requirements, to any emergency that might occur within the Fire and Rescue Authority area.
3	Support the Chief Fire Officer to ensure the provision of an effective, efficient, and sustainable Fire and Rescue Service in accordance with the requirements of the Fire and Rescue Authority and all statutory, legal and other responsibilities.
4	Act as a professional adviser to the Fire and Rescue Authority and the Chief Fire Officer on policy, strategy and operations relating to Fire and Rescue Services.
5	As a member of the Strategic Leadership Team, lead, plan and contribute to organisational strategy actively driving the direction, culture, development, and operation of the Service in line with the vision, aims and set of values and behaviours.
6	Provide strategic leadership, direction, and management for the areas of functional responsibility ensuring effective management, resources, process, and systems to ensure high quality service delivery.
7	Provide strategic leadership and direction to motivate and develop teams to continually support high standards of service delivery championing change, improvement, and transformation.
8	Support the Chief Fire Officer in managing the overall financial budget and through the effective use of resources. Develop and implement strategies to support corporate plans and respond to changes in internal and external demands.
9	Foster and maintain positive and effective employee relations, working in partnership to hear the views of trade union members and staff to jointly ensure that open and transparent decision making is achieved enabling the Service to embrace change and improvement.
10	Work with other stakeholders at local, regional, and national levels, within and external to the fire and rescue service, to influence and contribute to Service strategy.

10. The Person Specification

Category	Essential	Desirable	Assessed by
Key Criteria	Degree or equivalent qualification	Strategic level management qualification appropriate to the post.	A
	Hold a current UK driving licence.	Attendance on Executive Leadership Programme or Brigade Command Course.	A
Knowledge and Experience	Sound knowledge of local government corporate strategic and operational functions with demonstrable record of driving innovative models of service delivery.		PIS, SP, I, M
	Leading, managing, and co-ordinating major strategic change programmes and activity to achieve significant cost savings and continuous service improvement.		PIS, SP, I
	Effective working with elected Members to develop practical and creative solutions to a range of corporate and service development issues that are politically and managerial sensitive.		PIS, SP, I
	Strategic professional and managerial competence to plan, direct and comprehensively evaluate performance across the Service.		PIS, SP, I, P, M
	Business and commercial acumen, including proven financial, corporate governance and information management awareness demonstrating effective strategic planning and the management of risk.		PIS, SP, I, P, M
Skills and Abilities	Leadership skills to engage, develop and motivate others to ensure best performance in a changing organisational environment.		PIS, SP, I, P
	Highly developed communication and interpersonal skills, including written, oral and presentation skills with the ability to create confidence in others.		PIS, SP, I, P, M
	Advanced problem solving and business analysis skills with the ability to professionally balance interests of stakeholders in recommending solutions.		PIS, SP, I, P, M
	Positive commitment to diversity and inclusion in employment and service delivery		PIS, SP, I, P
	Success in leading, managing, motivating, and developing teams including applying performance management techniques to ensure high quality service delivery.		PIS, SP, I, P

Assessment key: Application (A), Interview (I), Presentation (P), Personal Impact Statement (PIS), Stakeholder Panel (SP), Media (M)

11. The Application Process & Timetable

Application Process

To apply for the vacancy please submit the application form which includes the personal impact statement.

The closing date for applications is **midnight on Sunday, 13 December 2020.**

Shortlisting will take place on **Wednesday, 16 December 2020.**

Selection Process

The selection process will consist of a:

- **Stakeholder panel** with members of staff from across the Service.
- **Media interview**, with representatives from our media team.
- **Professional Discussion and Presentation** with the Chief Fire Officer, Deputy Chief Fire Officer, and the Director of People Services
- The **Personal Impact Statement** will also be considered as it is central to the selection process.
- In addition to the above, you are expected to **provide evidence of a report** that you have written to elected Members and / or a Strategic Leadership Team **(please include a copy of this report as an appendix to your application).**

The Stakeholder panel and Media interview will be held 'virtually' via Microsoft Teams and both these sessions will take place on **Wednesday, 13 January 2021.** Shortlisted candidates will be contacted to ensure they are familiar with Microsoft Teams and its functionality.

We are planning to hold the **Professional Discussion and Presentation** session 'face to face' at our Headquarters in Salisbury (subject to COVID Government guidance) on **Monday, 18 January 2021.**

Further information regarding the selection process will be provided to shortlisted candidates.

Please submit a completed application (Application Form, Personal Impact Statement and Written Report), and any associated queries to Katy Post, HR Resourcing & Workforce Planning Advisor via email: katy.post@dwfire.gov.uk.

12. Terms and Conditions

Conditions of Service	<p>The appointment is permanent and conditioned to the National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service (referred to as the Gold Book). The appointment requires operational cover that is provided on a continual duty basis.</p>
Place of Work	<p>The post is based at Service Headquarters in Salisbury. The role also requires the successful candidate to work in other locations as required, including travelling outside of the Service area.</p>
Place of Residence and Relocation	<p>In order to provide strategic direction and operational command up to and including Gold Command, the successful candidate is expected to reside within the Dorset and Wiltshire area in a location approved by the Chief Fire Officer. A relocation package (up to £7,500) is available in appropriate cases.</p>
Salary	<p>The salary for the Assistant Chief Fire Officer is £111,437.</p> <p>The Fire and Rescue Authority reserves the right to offer the post at a development rate starting at approximately £100,000 for a candidate it considers will need to develop into the role. Any development rate of pay will be reviewed after three and six months, with pay increases linked to development.</p> <p>Salaries are reviewed annually under the Gold Book twin track approach.</p>
Car	<p>The postholder will be provided with a car. The postholder will be considered as being permanently on call. Permanently on call means that as a Brigade Manager, you are prohibited to use your car for private use, except for on call commuting and freedom of movement when on duty, and therefore exempt from tax by virtue of S248A, ITEPA 2003 (HMRC tax regulations).</p>
Pension	<p>The Pension Scheme is the Firefighters' Pension Scheme 2015 (or the Firefighters' Pension Scheme 1992 or the New Firefighters' Pensions Scheme 2006 as appropriate).</p> <p>As thresholds for the annual and lifetime allowances have decreased, there is an increasing likelihood of pension scheme members breaching tax limits by accepting a promotion or change of position.</p> <p>Please note that it is your personal responsibility to check whether by applying / accepting this position that would result in any Annual Allowance implications. A breach in the Annual</p>

	<p>Allowance threshold could result in a tax charge. Further information on Annual Allowance can be obtained from HMRC.</p> <p>Please note that it is your personal responsibility to check whether by applying / accepting this position it would result in any Lifetime Allowance implications. A breach in the Lifetime Allowance threshold will result in a tax charge. Further information on Lifetime Allowance can be obtained from HMRC.</p>
Hours and Working Pattern	<p>The salary takes account, of the fact that the role of the Assistant Chief Fire Officer has a 24-hour commitment and cannot be satisfactorily undertaken within a fixed working week. Basic hours are 42 per week, but the postholder will be required to work any reasonable additional or regular hours necessary to ensure the proper performance of the duties of the post. No additional payments are made for this time.</p> <p>The operational rota will involve being on primary call as Duty Principal Officer for one seven-day period in every four weeks, but available for recall at all other times within a reasonable time period. Outside of providing an operational response, you will be expected to manage your time against Service priorities and therefore you need to take a flexible approach to managing your working hours.</p>
Annual Leave	<p>Annual leave entitlement is 35 (scale A), 2 (scale B) and 3 (LS – where applicable) days per annum, plus public holidays. Taking of annual leave is by agreement with other Principal Officers to ensure that suitable operational and managerial cover is always maintained.</p>
Sick Pay	<p>The Gold Book Conditions of Service apply.</p> <p>The granting of sick pay is conditional upon compliance with the Fire and Rescue Authority's requirements regarding notification and certification of sickness.</p>
Notice	<p>The appointment is subject to three months' notice on either side.</p>
Political Restrictions	<p>By virtue of the Local Government and Housing Act 1989, Sections 1 and 2, the post of Assistant Chief Fire Officer is classified as politically restricted under definition of the Act.</p> <p>The postholder will be expected to maintain political neutrality in relation to the work of the Authority.</p>
Code of Conduct	<p>The post of Assistant Chief Fire Officer is subject to the Code of Conduct for Brigade Managers.</p> <p>The postholder will be required to observe the requirements of the Dorset & Wiltshire Fire and Rescue Authority Standing Orders and other internal policies.</p>

Job Duties	The duties of the role of the Assistant Chief Fire Officer are set out in the job description. The job description may be amended from time to time and, in addition to the duties set out, the postholder may at any time be required to undertake additional or other duties nationally, regionally and locally as required by the Fire and Rescue Authority.
Training	During service, the Assistant Chief Fire Officer will be required to undertake any training or attend any training course deemed necessary to meet the requirements of the post.
Subsistence	National provisions apply to subsistence payments and these are subject to the production of receipts as applicable.
National Fire Chiefs Council (NFCC)	DWFRS pay the corporate fee for NFCC.
Uniform	A uniform will be provided.
Security Clearance	The role will require the completion of and clearance at a National Security Check level, obtained through the Home Office.

13. Staff Benefits

Working for the Service, you will be able to access many benefits:

Smarter working – As the Service spans a large geographic area, we are committed to reducing unnecessary travel for staff working across the two counties. We have invested in Office 365, promoted on-line meetings via Microsoft Teams, and provided the equipment and infrastructure to support working from any location with an internet connection.

Learning and Organisational Development – There are opportunities for all employees to further develop in their roles and pursue training and development pathways and qualifications.

Apprenticeships – We encourage development across all areas of the Service by offering apprenticeships to staff at all levels; this includes master's degree level.

Parking onsite – Free car parking is available to all Service employees at our HQ, stations, and support offices.

Union membership – We recognise the Fire and Rescue Services Association, Fire Brigades Union, Fire Leaders Association, Fire Officers Association and Unison, as negotiating partners.

Staff Networks – We have a LGBT and Woman's network and are setting up a Black and Asian Network.

Cycle to Work – We are in the process of putting in place a cycle to work scheme that will be rolled out across the Service.

Sports and Social Club – The objective of the Sports and Social Club is to promote and assist its members by provision of sporting, social and recreational facilities, including the provision of financial assistance. The Club is open to all DWFRS operational, corporate, and retired members of staff. The Club operates an in-house lottery subscription, where five prizes are drawn each month.

Flexible working procedures – Your working environment and work-life balance is important to us, so we have a range of procedures that enable members of staff to work flexibly within the requirements of their role.

Childcare voucher scheme – We offer the Government approved tax efficient childcare scheme.

Peer Support – A number of our staff are peer supporters who can sign post to various support including mental health support programmes.

Counselling – We work with an external counselling provision to provide a private and confidential counselling service to all members of staff and their immediate family members, and also retired staff and their immediate family members.

Eye voucher – Employees are eligible for free eye tests and a discount towards glasses.

Flu vaccinations – Employees can claim recompense for flu vaccinations if they do not qualify for a free injection.

Free gym access – All employees are eligible to use gym equipment at our fire stations free of charge, including a full induction by one of the Service instructors (this includes treadmill, rowing machine, exercise bikes and weights).

Leisure centre access at HQ – Employees are eligible to use the Five Rivers Leisure Centre swimming pool facilities at a corporate discounted rate (www.wiltshire.gov.uk/leisure-memberships).

Physio sessions – We offer up to six physiotherapy sessions to provide interim support for any condition to support the health and wellbeing of the individual.

Fire Fighters Charity – The Charity helps all staff to recover their lives by supporting their physical health, mental health and social wellbeing. All employees, including dependents, are eligible and the qualification is lifelong after five years of service: www.firefighterscharity.org.uk